



SUPERIOR COURT OF CALIFORNIA

COUNTY OF MONTEREY

Invites your application for

HUMAN RESOURCES ANALYST

\$4,442 - \$5,500 Monthly

FINAL FILING DATE: Friday, May 26, 2006 by 5:00 p.m. (Postmarks not accepted.)

THE SUPERIOR COURT

The Superior Court of California, County of Monterey is a general jurisdiction trial court hearing criminal, civil, family law, probate, juvenile, child support enforcement, traffic and mental health cases. There are 18 judges, 2 commissioners, and a support staff of 216 employees. The Court is recruiting to fill a position in the Human Resources Division located in Salinas.

THE POSITION

Under direction, this management position performs a variety of human resources work, including recruitment, classification, employee relations, and training.

EXAMPLES OF ESSENTIAL DUTIES AND FUNCTIONS

- Develop and implement recruitment and selection plans; Design and coordinate preparation of examination announcements, brochures and advertisements; Develop selection criteria to rank applicants;
- Assess departmental training needs and train departmental staff on human resources practices and organizational effectiveness; Research and provide information on available training sessions; Coordinate staff training and development activities;
- Conduct compensation analysis studies; Evaluate salaries and benefits provided to comparable classes in the relevant labor market; Recommend changes in salaries and/or benefits; Conduct studies of internal class relationships for compensation purposes;
- Consult with departments on employee relations and management issues and make recommendations;
- Conduct classification studies involving analysis of position; Write classification specifications; Conduct surveys; Present recommendations to managers, employee organizations and affected employees;
- Write correspondence, reports, announcements on a wide variety of technical and professional material;
- May supervise incumbents in lower level classifications.

MINIMUM QUALIFICATIONS

Thorough knowledge of:

Windows applications such as Word, Excel, Outlook and Access.

Working knowledge of:

Principles and practices of public human resources personnel administration, including recruitment, examination and selection, classification and pay; Federal, State and local legislation pertaining to equal opportunity; Job analysis principles, practices and techniques; Functional responsibilities of a human resources department; Organizational principles and relationships; Recruitment techniques and practices; Basic exam development and validity criteria.

Some Knowledge of:

Principles, practices and methods of position classification, salary analysis, performance analysis, performance appraisal, training needs assessment, organizational development design and behavior modification; Principles, laws and regulations affecting employee selection, pay equity, employee relations, and equal employment opportunity in the public sector environment.

Skill and ability to:

Plan and conduct recruitments; Develop and administer content-valid examinations; Analyze classifications, job analysis, organizational restructuring and compensation to make logical recommendations based on research and comparative data; Analyze problems, consider options and formulate strategies to arrive at logical conclusions; explain and support recommendations; Make decisions and independent judgments; Determine the appropriate course of action in stressful situations; Research regulations, procedures and/or technical reference manuals; Provide excellent and courteous customer service, and establish and maintain effective relationships; Develop and produce clear, concise and descriptive written and oral reports, correspondence and other communicative materials; Use computer software programs, such as Word, Excel, Access and Outlook; Comply with laws, regulations and professional practices governing personnel program services and operations; and Secure cooperation and teamwork among professional and support staff.

Education, Training and Experience:

Any combination of training and work experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education: Equivalent to a four-year college degree with completion of upper division course work in Personnel Administration, Management, Public Administration, Organizational Development, Administrative Analysis, Problem Solving Techniques, Industrial Testing or Experimental Psychology, Business Law or a closely related field.

OR

Three years of technical level public or private sector personnel experience which included responsibility for one or more of the following areas of assignment; recruitment, selection, position classification, salary administration, employee relations or equal opportunity employment.

OR

Two years of technical level public or private sector personnel experience as described above **AND** possession of a Certificate in Human Resources Management.

BACKGROUND INVESTIGATION

Convictions, depending upon the type, number and date, may be disqualifying. Court employees shall be subject to a modified background investigation and fingerprinting. False statements or omission of facts regarding background or employment history may result in disqualification or dismissal.

CONDITIONS OF EMPLOYMENT

Possession of a valid current California class C driver license, or must be able to provide suitable transportation that is approved by the hiring authority.

NOTES

- The Immigration and Reform Act of 1986 requires that persons hired must present documents verifying identity and authorization for employment in the United States.
- If you believe you possess a disability that would require accommodation in the selection process, please call the Court at (831) 775-5460.

FILING REQUIREMENTS AND SELECTION PROCEDURE

All applicants must file the following documents with the Superior Court of California, County of Monterey, 240 Church St., Suite 318, Salinas, CA 93901, by Friday, May 24, 2006, 5 p.m., to be eligible for consideration: 1) Court Application; 2) Responses to Supplemental Questions. Application material may be obtained from any of the Court's locations, by telephoning (831) 775-5460, or email julie.james@monterey.courts.ca.gov, or by visiting the Court's web site at www.monterey.courts.ca.gov.

TENTATIVE SCHEDULE

- Friday, May 26, 2006-Application materials due.
 - Week of May 29, 2006-Qualifications review.
 - Week of June 5, 2006-Oral Examination
 - Week of June 12, 2006-Final interview.
-
- The selection process is tentative and applicants will be notified if changes are made.
 - The competitive process includes submitting a completed Monterey Superior Court Application, responses to Supplemental Questions. Applicants who fail to submit all of the required materials will not be considered for this position.
 - Resumes will not be accepted **in lieu of** required application materials.
 - Application materials will be competitively evaluated, with those applicants who are determined to be the most appropriately qualified invited to participate further in the process. To further assess applicant's possession of required qualifications, this examination may include an oral examination, pre-exam exercise, performance examination and/or written examination.
 - Applicants who pass the testing/evaluation process will be placed on an eligible list and may be contacted to schedule a final interview. The established eligible list may be used to fill future vacancies.

SUMMARY OF BENEFITS (X Unit)

Retirement: Public Employees' Retirement System (PERS) integrated with Social Security. The Court pays the employee's 7 percent contribution.

Expense Allowance: \$33 per month

Holidays: 13 days per year

Annual Leave: Accrues at the rate of 12 days per year. The accrual rate increases after 2, 10, 18, 21 and 25 years of service.

Professional Leave: 8 days per year are available, pro-rated from date of hire, non-accruable.

Medical, Dental & Vision Care: A flexible spending account, with cash-out option is provided.

Long Term Disability: Paid by the Court.

Life Insurance: The Court pays the premium for a \$50,000 life insurance policy.

Deferred Compensation: A voluntary deferred compensation program is available administered by Great-West Life.

This information is not legally binding, nor does it serve as a contract. The benefits listed in the Court Personnel Policies and Practices or MOU prevail over this listing.

***THE SUPERIOR COURT OF CALIFORNIA, COUNTY OF MONTEREY
IS AN EQUAL OPPORTUNITY EMPLOYER***

SUPERIOR COURT OF CALIFORNIA, COUNTY OF MONTEREY

HUMAN RESOURCE ANALYST

REQUIRED SUPPLEMENTAL QUESTIONS

Responses to these supplemental questions must be completed and submitted together with the required Court application form. Applicants who do not complete the Supplemental Questions will be eliminated from the examination process. A resume is not an acceptable substitute. Clarity, conciseness and completeness of answers are factors considered in the selection process.

Your responses to the Supplemental Questions will be used to evaluate your writing skills as well as your experience and qualifications. Limit your responses to no more than one page for each of the areas listed. Please place your name and the position you are applying for on each page.

1. Please summarize your work accomplishments, experience, education and training, using specific examples, in the following areas:

1. Recruitment and Selection
2. Training
3. Employee Relations

If your experience is not in any of the areas listed above, list your experience in performing increasingly responsible human resources clerical and/or administrative support.

2. Please summarize your experience, education and training in consulting with directors, managers and/or supervisors in regards to Human Resources issues. Please use specific examples briefly detailing the issue, your role or participation and the outcome.